

Honoraria Guidelines in a nutshell:

- Colloquium/Seminar Speakers that are non-UC employees are eligible for honoraria.
 - Accounting requires departments to specify it's for "Academic Curriculum" purposes.
 - If speakers presents their talk via Zoom, I believe they're eligible for honoraria. **Lisa** can you please confirm if this is correct?
 - Honoraria to UC employees whether on this campus or another UC, must be processed through payroll so taxes can be deducted.
- State funds and unrestricted funds may be used to pay honoraria to individuals **not** employed by UC (e.g. outside speakers).
- Honoraria payments may only be processed after the visit/lecture/seminar etc...

Required Forms:

- Non-UC employees will need to submit the following forms via DocuSign: W9 and either Form 590 (used to certify an exemption from nonresident withholding) or Form 587 (used to determine if withholding is required on payments to nonresidents). We cannot tell them which of these two forms to fill out; they will have to choose which one is applicable for them.
- Foreign nationals who hold a B-1/B-2, WB, and WT visa will need to submit the following documents via DocuSign: UC Form "Certification of Academic Activity", Form W8BEN, Form 8233 and CA Form 587. Also, they will need to provide a bank document(s) for wire transfers.